

## JOB DESCRIPTION

<b>Job Title</b>	Partnership Manager - Network Fire Service Partnership (NFSP)
<b>Reports to</b>	Deputy Chief Fire Officer and the Partnership Strategic Board
<b>Reporting staff</b>	Programme Manager (Dorset and Wiltshire Officer) Business Relationship Manager (Hampshire & Isle of Wight Officer)

### Job Purpose

The Partnership Manager will be responsible for providing strategic leadership to the Networked Fire Services Partnership and its Strategic Board that comprises of strategic officers from Devon and Somerset FRS, Dorset and Wiltshire FRS, Hampshire and Isle of Wight FRS and Kent FRS. They will be responsible for developing the governance and delivery structures to enable successful delivery against the programme objectives. They will be accountable for the provision, management and development of the fire control and mobilisation system and be responsible for managing associated control projects.

### Generic Responsibilities/Job Family

Head of Department

- To effectively manage and lead a four Services' partnership function and ensure delivery of the corresponding strategic objectives
- To analyse, develop and advise on the formulation of strategy and policy in response to partnership initiatives, priorities and external factors
- To lead on business improvement initiatives including management of projects, development of business cases and evaluation of progress and outcomes
- To ensure effective management of functional finances including informing budget-setting, producing budget forecasting and/or bidding and claiming for external funding
- To provide expert knowledge, advice and support to others within the partnership, or to external parties regarding the partnership, and to ensure the provision of specialist services in line with the programme needs
- To identify the scope of wider partnerships and establish relationships with other agencies and Fire Services to deliver greater efficiency and effectiveness in service delivery

## Specific Responsibilities

**1**

### **Partnership Development:**

- Develop the NFSP Strategic plan and deliver annual reporting on progress against the NFSP objectives. Plan activity to meet both long term, medium and short term objectives and report on progress to the boards.
- Through the Central Team, provide the Governance Structure for the NFSP, provide the secretariat.
- Oversee and annually review the Partnership Legal Agreement, develop new legal schedules as required and raise legal concerns and queries on behalf of the Strategic Board.
- Prepare the budget to provide the partners with a 3 year rolling forecast. Allocate funds and manage budgets, on behalf of the Partnership Members, in relation to costs and income associated with the Partnership where these continue to be held by the Partnership Members, including but not limited to Partnership Employee costs
- Identify and cultivate new control room partnership opportunities that align with the NFSP strategic objectives.
- Maintain and strengthen existing partnerships through regular communication and engagement.
- Negotiate partnership agreements and contracts to ensure mutual benefit and alignment with organisational goals.
- Represent the Partnership at industry events, conferences, and meetings.

**2**

### **Programme and Project Management:**

- Oversee the planning, implementation, and evaluation of assigned programmes and projects.
- Ensure that all programmes and projects are delivered on time, within scope, and within budget.
- Run the governance structures for the Programme Management within the partnership, including leading on contract management during implementation stages.
- Responsible for Quality Management including assurance, ensure the quality and timeliness of project documentation produced by the NFSP, including project plans, timelines, and reports.
- Coordinate with internal teams and external partners to ensure successful project execution.

**3**

### **Control partnership working and Call System Management:**

- Build on the strong collaboration across controls, developing a structure of governance, management and delivery groups that continually improve and enhance partnership working

	<ul style="list-style-type: none"> <li>• Oversee the provision and management of the systems provided by the Partnership for call handling and mobilisation.</li> <li>• Ensure the call system is effectively supporting the end-user needs.</li> <li>• Develop and monitor partnership performance and implement improvements as needed.</li> <li>• Commission work approved by the Strategic Board to improve partnership working to obtain best VFM from the opportunities provided by working in collaboration.</li> <li>• Oversee the management, performance monitoring and relationship with key suppliers and partners</li> <li>• Accountable for the KPI/SLA performance of key control room suppliers</li> </ul>
<b>4</b>	<b>Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>• Build and maintain strong relationships with key stakeholders across the Fire and Rescue Services.</li> <li>• Communicate regularly with stakeholders to provide updates on partnership services, programme and project progress.</li> <li>• Address and resolve any issues or concerns raised by stakeholders in a timely and professional manner.</li> </ul>